



City of Kansas City, Missouri Job Class Specification

Job Title: UTILITY SUPERINTENDENT

Department: WATER

Job Code: **Status:** EXEMPT

Grade: ME-G

Summary

This is skilled supervisory and administrative work in the general maintenance, construction and management of major water/wastewater treatment complexes including pumping stations and various utility infrastructure components.

Work may involve the responsibility for planning, directing, assigning, creating and ensuring all safety protocols are followed and supervising the various technical, skilled and unskilled trades, and administrative support staff involved in a variety of operations and maintenance activities; including construction, maintenance, repair, alteration, and custodial care of water, waste water and storm water infrastructure. Work assignments are received in the form of oral or written instructions, work orders, pencil sketches, or may arise as a result of routine and emergency inspections by administrative and/or technical superiors and must be able to communicate instructions to subordinates. Work assignments are frequently general in nature, affording opportunity for the use of considerable independent judgment in the accomplishment of work. Work is subject to periodic inspections to determine compliance with instructions and to assure that completed work conforms to maintenance needs.

**Duties and
Responsibilities**

- Plans, assigns, supervises, and inspects custodial and general maintenance, construction and operations associated with all utility infrastructure.
- Plans, assigns, supervises, and inspects the work of several crews of technical, skilled and unskilled workers, engaged in the maintenance, repair, construction, and alteration of water service infrastructure, including buildings, mechanical and electrical systems, utilities' supply and processing facilities, distribution, and collection system infrastructure; confers with engineering staff on technical aspects of projects and activities.
- Manages continuous operation (24 hours/day, 7 days/week) of water/wastewater treatment facilities and associated pumping stations.
- Establishes guidelines for the efficient and effective operation of water/wastewater facilities and uses written and verbal communication to advise personnel of changes
- Establishes program goals and performance objectives for assigned activities in conformance with departmental goals and mission.
- Prepares status reports of programs and special projects.
- Establishes reviews and revises specific policies, systems and methods to efficiently accomplish goals.
- Maintain necessary notes, submits required reports, and works with employees to resolve any complaints or grievances; completes employees' annual service rating and coaches employees on a quarterly basis to ensure performance goals are met.
- Reviews, revises and compiles budgets with assistance from assigned subordinate supervisors in field and support activities; prepares cost estimates for materials, supplies and personnel as needed for division's budget and projects.
- Inspects work of assigned crews to determine compliance with instructions, technical quality, and acceptability of work.
- Reviews, approves all financial transactions for field and support operations.
- Orders materials and equipment needed for accomplishment of duties; maintains various records and files on supplies, equipment, and personnel.
- Coordinate major construction and maintenance activities with other divisions, and appropriate contract staff.
- Plan and coordinate training needs for staff and crews.
- Attends progressive management training classes as specified for job functions.
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- Ensures that all crew members are following safety guidelines i.e. confined spaces, excavation safety, traffic control safety, lock out tag out, and others as it applies.
- Comply with all city, state, laws and ordinances relative to Water Utility
- Performs related duties as required.

Technical Skills

Thorough knowledge of some of the following:

The several trades and the materials and methods involved in utility infrastructure operations and the construction, repair, alteration or maintenance of associated mechanical systems, utilities' supply and processing systems, and grounds subject to system improvements.

Occupational hazards and safety precautions applicable to maintenance and repair work.

The operation, maintenance, and repair requirements of high and low pressure boilers, major air conditioning units, ventilating equipment, and related apparatus.

modern business management and public administration concepts and practices

principles and techniques applicable to effective supervision and organizational operations

All applicable laws, ordinances and administrative regulations; utility policies and standard operating procedures as applicable

Ability to:

Learn advanced concepts in water/wastewater treatment.

Must possess knowledge and skill in blueprint reading and map reading/interpretation on a computer based Geographical Information System (GIS).

Work from sketches, building plans and specifications, and oral and written instructions.

Plan, coordinate, and supervise the work of skilled trades and utility workers and helpers in a manner conducive to full performance and high morale.

Recognize material and equipment of acceptable quality, keep pertinent records, and submit accurate reports as necessary.

Establish and maintain effective working relationships with superiors, subordinates, contractors, and others.

Education and Experience

High school graduation and six (6) years' experience in building or water/wastewater utility construction, maintenance, repair, alteration, and cleaning work, including three (3) years supervisory experience

**Certificates/
Licenses/Special
Requirements**

- Must pass a physical examination as prescribed by the City.
- Will be required to pass a pre-employment drug screen.
- Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.

Must possess at least one of the certifications listed below within two years of moving into this job classification:

- Distribution System Level III (DS-III) License with the State of Missouri
- Wastewater Collections system level A certification with the State of Missouri
- Level A operator certification in water or wastewater issued by the Missouri Department of Natural Resources
- Approved third party certification maintenance operations including: HVAC, welding, plumbing, electrical, machinist, mechanic etc
- Meter Testing or Repair Certification

**Supervisory
Responsibility**

Supervision is exercised over subordinate administrative support, supervisory, skilled and unskilled, and other personnel.

**Supervision
Received**

Work is performed under the general supervision of administrative and technical superiors.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created
Revised

1/15